

EXTERNAL Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Workforce Services

Bureau: Job Service Operations Bureau
Shelby Job Service Workforce Center

Date Posted: 04/30/2008

Job Category: Business and Financial Operations

Position Number: 66201332

Position Title: EMPLOYMENT SPECIALIST

Bargaining Unit: 038

Union: MPEA

Location: Shelby

Job Status: Full Time Permanent

Salary: \$29,362.00 to \$33,613.00

Salary Unit: Year

Additional Salary Applicants' qualification will be assessed based on minimum qualifications
Info: and in accordance with Pay Plan Rules. Successful applicant's pay will be
set using the above salary range based on qualifications.

Shift: Daytime

Band: 5

Closing Date: 05/09/2008

Supplement
Required: Yes

Applications must be received by 5:00 pm on the closing date.

Apply to your Local Montana Job Service Center

– OR –

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-4535

Fax: 444-3685

TTY: 444-0532

Email: dliapps@mt.gov

Special Information:

For further information about DLI agency and job application materials see:

<http://dli.mt.gov/jobopenings/>.

Upon date of hire, eligible for 100% state paid premiums for employee “core” medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

Some travel may be required. Successful applicant must have a valid driver’s license and proof of insurance. The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

Duties:

Provides employment services to applicants using knowledge of local labor market conditions, employer needs and requirements, job programs, the O-Net Titles and/or codes, interviewing techniques and public relation skills; provides employment services to employers using knowledge of recruitment and selection procedures, job requirements, local labor market, and availability of qualified applicants. Promotes employment opportunities and Job Service image within the community using public relations skills. Arranges, coordinates and monitors activities for individuals and assesses the appropriateness and results of the services and plans using knowledge of community resources, networking skills and effective assessment/career counseling/case management. Partners locally, regionally and statewide to project workforce needs, support economic development and the workforce system to develop strategies insuring an adequate pipeline of skilled workers for business needs. Provides specialized Human Resources services to employers. These services may include job analysis, job descriptions, interview questions, creating selection procedures, creating specific tests, teaching employers interviewing skills and techniques, assisting employers in understanding labor and employment laws, providing employment related information and materials to employers and facilitating the recruiting process using Job Service or other methods.

Competencies:

To perform the duties of the position the incumbent must have knowledge of the body of labor and employment laws, rules and procedures; interviewing methods and current social and labor market condition in the area serviced; of placement methodology and the more abstract human elements requiring specialized attention; labor market information and application, including local, regional, statewide, national and global trends impacting workforce needs. Knowledge of curriculum development and training techniques; of extensive body of pertinent social and labor legislation and Job Service regulations and policies. Ability to apply laws, rules, and

procedures to complex procedural assignments; to establish effective working relationships with clients and co-workers; to communicate effectively orally and in writing. Skill in the use of personal computers and software such as Office 2000, Excel and Access. Behavioral competencies required are substantial skills in Customer Service/Orientation; ability to work effectively in a team environment and to demonstrate initiative and accountability to maintain a high level of productivity independently; strong sense of professionalism; ability to focus efforts and energy on successfully attaining clear, concrete, accurate timely and measurable outcomes of importance to the customer; ability to break employment problems into component parts and consider or organize actions in a systematic way; the process of looking for underlying causes or thinking through the consequences of different courses of action; accept change as a healthy and normal part of organizational growth; maintain focus and effectiveness during rapid changes and transitions; show a consistent pattern of being able to recognize the activities needed to accomplish an objective and to plan and initiate appropriate steps to do so with minimal supervision in the process. The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

The essential duties of this position are typically acquired through the following combinations of relevant education and experience equivalent to five years. This includes college coursework in a field such as personnel administration, business administration, counseling, education or a related field; and, work experience that involved assessing and advising others in a variety of personal and professional issues such as employment, personnel, counseling, finance, education. Work experience in areas that involved case management, client assessment, business services, networking—including utilization of community resources, labor market information including job development and placement skills is preferred.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications materials required are:

1. Signed and completed State of Montana Employment Applications (PD 25).
2. Applicants claiming the Veterans' or Persons with Disability Employment Preferences (PD-25A) must provide verification of eligibility with the application materials.
3. Completed Application Supplement.
4. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma

upon interview or prior to hire for pay setting purposes.

*Application materials can be obtained from any Job Service office or downloaded from <http://mt.gov>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Typed signatures will be considered.

** Selection will be based on the following:

Qualifications = 20% Capabilities = 70% Seniority = 10%

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

1. Working as an effective member of a team is critical in this position. Please describe a time in your previous work experience that demonstrates your skills as a “team player.” Details should describe behaviors that show you share workload, pull your own weight, are cooperative and build & foster supportive relationships.
2. Please tell us about a time that highlights your ability to build trust and credibility with customers. Details should be specific about the nature of your job, what the circumstances were, what skills and behaviors you demonstrated and how you know you were effective in this effort.
3. This position requires the ability to adjust to multiple demands, changing priorities and ambiguity. Tell us about a time when you worked in a similar situation. How were you able to maintain quality work and healthy working relationships in these circumstances?